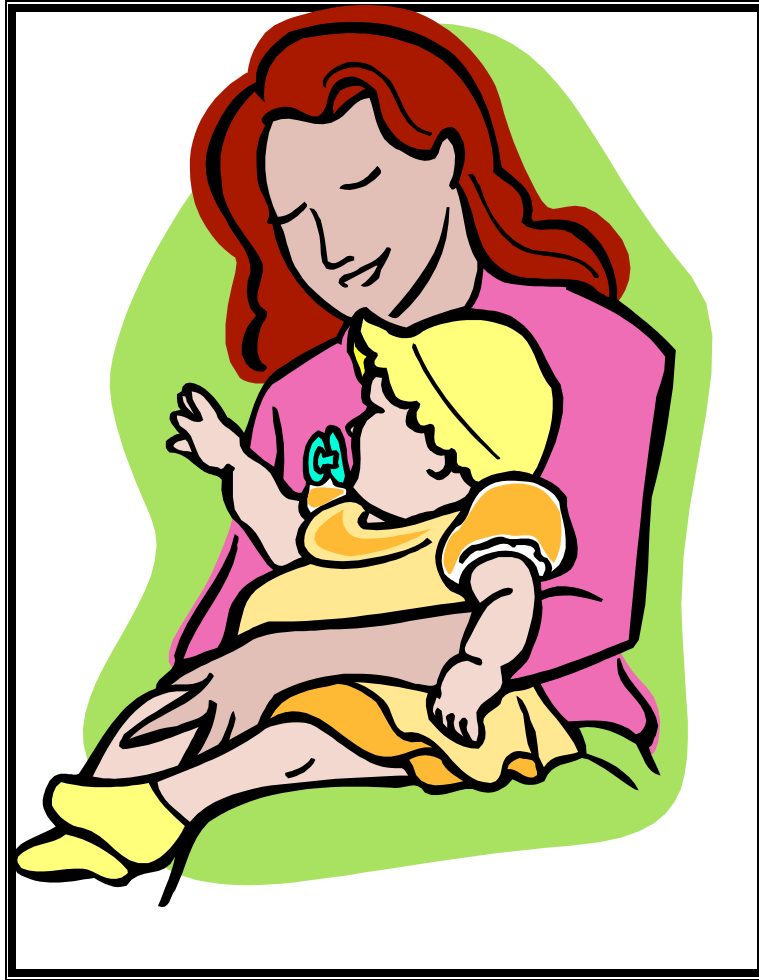


Hualapai Child Care Program



Handbook

Introduction

Welcome to the Hualapai Child Care Program.

Mission

To provide a quality child care setting with the best providers available.

All the Hualapai Child Care Providers must obtain a Federal Clearance Card.

Unregulated Providers (UP)

UP that opt to meet health and safety requirements are limited to care for direct relative children.

Regulated Providers (RP)

RP are required to meet minimal health and safety requirements. They must obtain a Food Handler's card that requires 2 hours of training in food preparation, cooling, sanitation, hand washing and hygiene. They must also obtain a First Aid/CPR Certification that requires 7 hours of training. These homes are monitored for compliance of health and safety. RP need 12 hours of training in child development and health management.

Licensed Family Day Care Homes (LFDCH)

LFDCH are required to meet all regulations and remain in compliance during the application period. Licensed homes are the best services available in the community. LFDCH Providers need at least 26 clock hours of training in health, psychosocial, and safety issues. Hualapai Child Care Program requires LFDCH providers to have 48 clock hours of training according to the Licensed and Regulated Family Day Care Home Standards.

Enrollment

- To enroll in the Hualapai Child Care Program, your child must be a member of a Federally Recognized Tribe. Must submit a copy of your child's Certificate of Indian Blood (C.I.B.).
- Children who are eligible for enrollment in a Federally Recognized Tribe must be enrolled prior to child care services. No exceptions.
- Children who are not eligible for enrollment will be considered on a case by case basis. This does not mean they are not eligible for services, other eligibility requirements must be met.
- Immunizations must be up to date. The parent/guardian has 10 days to update immunizations in the event that any immunization is "due" or "over due".
- The parent/guardian must be working, in job training or in school to receive services. No exceptions!

Arrival/Departure

Parents please take the time to sign your child in and out of care. This is very important for the providers to track their child care claims. Please do not drop off or leave your child any longer than 15 minutes prior to clocking in for work. Exceptions are made for those who work off the Hualapai Indian Reservation or who must travel over 40 miles to work.

All-Access

The parent/Guardian should be allowed to enter the home when dropping of his/her child, or when picking up his/her child.

Vacation Leave

The Hualapai Child Care Program does not cover child care services while the parent is on Vacation or annual Leave. This includes Leave With Out Pay (LWOP).

Sick Leave

The Hualapai Child Care Program does not cover Sick Leave for parents who must leave work, school or job training to care for a family member. Reminder- if you leave your child with a provider while you are on leave- you are responsible to pay. This includes the parent or guardian. If you are sick- do not send your child to child care unless you have made arrangements with your provider.

Administrative Leave

The Hualapai Child Care Program does cover some administrative leave. Please pick up your child when you have been dismissed from work.

Leave in General

When the parent is not at work as expected 8-12 and 1-5, the Hualapai child care program will not pay for any excessive time accumulated by the provider. (ex. A child is dropped off at the provider home at 7:30 a.m.- the parent time shows 8:30 a.m. as the time clocked in) (ex. Parent is on lunch break from 12:00 p.m. – 2:30)(ex. Parent clocks out at 4:30, provider claim ends at 6:00 p.m.)

There is a 15 minute allowance to drop off and pick up your child from the provider.

Two-Parent/Guardian Income

When one parent is working and the other is not- Hualapai Child Care will not pay a subsidy for child care. Child Care will be covered when both parents are working and there is a need for services. The Hualapai Child Care does provide child care for incapacitated parent, but will be referred to Parenting Classes and is expected to attend and complete 20 hours of training.

Back-up Provider

The Hualapai Child Care Program recommends that you have at least one (1) back-up provider in the event that your primary provider is unable to provide services.

The Back-up provider can be any one of the current providers, or you may recruit your own.

Transportation

Providers are discouraged in transporting children. If the provider must leave the home- it is recommended that the parent give the provider permission to transport their child and waive liability to the provider in the event of an accident.

The children must have a car seat that is age appropriate. The car seat must be properly installed in the back seat of a vehicle. All children must be restrained at all times while the vehicle is in motion. Providers are prohibited to transport children in the bed of a pick-up truck, on the lap of a provider or children unrestrained in a vehicle.

Bathing

The provider must have permission to bathe your child if needed. This is required for children under six (6) years of age.

Naptime Bottle

The provider must have permission to provide a naptime bottle.

Administering Medication

The provider must have permission to administer medication to your child. The medication must be in its original container with written instructions for the appropriate dosage. The parent may provide over-the-counter medication with written instruction to the provider.

Discipline and Guidelines

The provider should have discipline and guidelines posted in their home for all the children to adhere to. The rules should be clear and define acceptable behavior that is appropriate to the child's age and development. The provider may call the parent or guardian if the child's behavior becomes physical and potentially cause harm to other children in care.

All discipline and guidelines used in the child care home should be used to teach acceptable behavior and to promote self-discipline.

Eligibility Guidelines

Sliding Fee Scale is based on the household's Gross Annual Income using the Federal Poverty Guidelines of 2009. The parents contribution (Co-Pay) is determined when the annual income is equal to or less than the listed amount.

Family Size	Level I 100% of FPL	LEVEL II 125% of FPL	LEVEL III 150% of FPL	LEVEL IV 175% of FPL	LEVEL V 200% of FPL	LEVEL VI 225% of FPL
One (1)	10,830	13,538	16,245	18,953	21,660	27,075
Two (2)	14,570	18,213	21,855	25,498	29,140	36,425
Three (3)	18,310	22,888	27,465	32,043	36,620	45,775
Four (4)	22,050	27,563	33,075	38,588	44,100	55,125
Five (5)	25,790	32,238	38,685	45,133	51,580	64,475
Six (6)	29,530	36,913	44,295	51,678	59,060	73,825
Seven (7)	33,270	41,588	49,905	58,223	66,540	76,697
Eight (8)	37,010	46,263	55,515	64,768	74,020	78,402
Nine (9)	40,750	50,938	61,125	71,313	80,106	80,106

CO-PAYMENT

The parent's contribution based on the annual income of the household.

FULL DAY CO-PAY	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V	LEVEL VI
First Child	\$1.00	\$3.00	\$5.00	\$7.00	\$9.00	\$11.00
Second Child	\$.50	\$1.50	\$2.50	\$3.50	\$4.50	\$5.50
Third Child	\$.50	\$1.50	\$2.50	\$3.50	\$4.50	\$5.50

HALF DAY	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL
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CO-PAY	I	II	III	IV	V	VI
First Child	\$.50	\$1.50	\$2.50	\$3.50	\$4.50	\$5.50
Second Child	\$.25	\$.75	\$1.25	\$1.75	\$2.25	\$2.75
Third Child	\$.25	\$.75	\$1.25	\$1.75	\$2.25	\$2.75

There is no fee for the fourth child or more.

Child Care Rates

The Hualapai Child Care Payment Rates are based on the quality of care and requirements that the provider must meet and maintain.

Licensed and Regulated Providers are mandated to meet Health and safety requirements to ensure a quality child care setting. These homes are monitored to ensure that a quality setting is provided and that the children safe.

	6-12 hours of child care (FULL DAY RATE)	Less than 6 hours of child care (HALF DAY RATE)
Newborn to 11 months	\$20.00	\$10.00
1 and 2 year olds	\$18.00	\$10.00
3 and 4 year olds	\$17.00	\$10.00
5 to 12 year olds	\$16.00	\$10.00

Licensed and regulated providers must obtain the following-

- First Aid/CPR- 7 hours of training in first response care.
- Food Handlers Card- 2 hours or training in food safety, sanitation, hand washing.
- Clearance Card-
- Child Development Training-

Providers who opt to all Health and Safety Requirements, are limited to direct family care. This is limited to Grand Parents, Great-Grand Parents, Aunts, Uncles, Siblings 18 years and older. The Provider Cannot live in the same home as the family they are providing services to. This also includes those who are related by marriage, blood relationship, or court decree.

	6-12 hours of CC (Full Day Rate)	Less than 6 hours of CC (Half Day Rate)
Birth to 12 years of age	\$11.06	\$6.30

Submitting justification for Provider Claims

All parents and Guardians must submit a timecard and timesheet showing the days and hours claimed by the provider. Hand written time will be questioned and investigated.

Parents and Guardians who are on travel for work- must submit supporting documentation by the employer. No exceptions.

These documents justify the hours of care.

Ratios

All Providers are limited to 6 children in their care. The Hualapai Child Care Program will pay a subsidy to providers who maintain the required ratio. This ratio includes children in the home who are newborn to two (2) years of age. This ratio includes foster children, and any other children who are placed in the home.

Monitoring

Monitoring of child care homes for regulated and licensed child care homes will be conducted 3-6 times per fiscal year. Depending on the outcome of the inspection- providers may have only 3 visits. The first visit will be announced.

Serving Special Needs Children

Children with special needs require a one to one provider. It is recommended that providers who service children with special needs limit the number of children in the home.

References and Background Checks

All providers are required to undergo a background investigation. It is the responsibility of the Hualapai Child Care Program to examine the history and criminal records (including fingerprinting and checks with state child abuse registries) before any authorization for services.

Pre-service and ongoing staff training

Small family child care homes providers must have documentation of at least 12 hours of training.

Complaints and Investigations

Anyone can register a written complaint to the Hualapai Child Care Program, regarding a current provider or the operation of a child care home. Upon receipt of a complaint, or in response to the observation of the Hualapai Child Care Staff, an investigation will be conducted to the allegations made.

The Hualapai Child Care Program will conduct an investigation. The Hualapai Child Care Program will maintain all complaints against providers and shall make such information available to parents and interested parties upon a written request to a specific provider.

Depending on the severity of the allegations, the Hualapai Child Care Program will take appropriate action.

To file a written complaint, mail to:

Hualapai Department of Education and Training
Attn: Lucille J. Watahomigie, Program Director
P.O. Box 179
Peach Springs, AZ 86434

I have attended the Parent Orientation on _____, 2010.

I have been given the opportunity to ask questions about my child care services.

I have read through the child care handbook and understand my obligations to my services.

Primary Parent/Guardian (on CC Appl)

Second Parent/Guardian (if applicable)